

Department of Finance Administration - Office of Accounting

Create Fund Form and Instructions

1	Date:	_____	Enter the date of the request
2	Business Area:	_____	Enter the 4-digit Agency Code
3	Fund Code:	_____ (Requested)	DFA Assigned; but Agency may request subfund codes
4	Fund Name:	_____	Enter Agency Initials - Very Short Name (abbreviated)
5	Fund Description:	_____	Enter Agency Initials - Full Legal Name of Code
6	Valid From:	_____	DFA OA will enter this date to allow Treasurer time to create
7	Valid To:	_____	Always enter biennium end
8	Fund Type:	_____ (See a-g below)	Answer questions below & refer to Financial Management Guide
9	Budget Profile:	_____	Leave blank unless it is an unappropriated cash fund, then enter UCF
10	Customer for Fund:	_____	Enter 998 plus Business Area plus 00
11	Application for Fund:	_____	Enter the first three letters/numbers of the code
12	Balance Update:	_____ x	Always checked
13	Legal Authority for Fund:	_____	Enter AR Code section, Current Appropriation Act or other authorization
14	DFA Budget Approval:	_____ Date: _____	DFA Budget Analyst initials & date
15	DFA CAFR Approval	_____ Date: _____	DFA CAFR Liaison initials & date
16	DFA Appr Mgr Approval:	_____ Date: _____	DFA Accounting Appropriation Manager initials & date
17	DFA Funds Group Approval	_____ Date: _____	DFA Accounting Funds Group initials & date of entry
Print completed form for each request and submit through approval process			
a	Will this fund be used to deposit and spend federal grant funds?		If yes, enter Spec on line 8
b	Will this fund be used to pay principal and interest expense on bond issues?		If yes, enter Debt on line 8
c	Will this fund have bond proceeds deposited to build a major capital asset?		If yes, enter Capita on line 8
d	Are the funds fiduciary in nature, i.e. do not belong to the State but are being held by the State on behalf of someone else but are NOT covered under a formal trust agreement?		If yes, enter Agency on line 8
e	Are the funds fiduciary in nature, i.e. do not belong to the State but are being held by the State on behalf of someone else and ARE covered under a formal trust agreement?		If yes, contact your CAFR liaison for guidance
f	Is your agency reported entirely as Enterprise in the CAFR?		If yes, enter Enterp on line 8
g	If no to all of above, then enter Gener on line 8.		